October 2006
Chapter 12 – Relocation Assistance
Manual Revisions

<u>**Specific Changes**</u>

12-2.4.1.2.F	Deleted language - rent from relocation
12-2.4.2.2	Added language - refunds of advance payments to department
12-2.4.3.3.A	Revised "price" to "cost"
12-2.4.3.3.C.1	Revised "price" to "cost"
12-3.1.H	Revised "Increased Interest Costs" to "Mortgage Interest Differential Payment - MIDP
12-3.2.D	Deleted language – deductions for unpaid rents
12-4.1.B	Revised "price" to "cost"
12-4.1.H	Added language – documentation for questionable situations
12-4.1.I.2	Revised "Increased Mortgage Interest" to "Mortgage Interest Differential Payment – MIDP"
12-5.1.2.A	Added language (#14) – advisory services for professional services
12-5.4.1.B	Added language – need for certified translator
12-5.4.5.C.1.f.(1)	Revised "Increased Interest Costs" to "Mortgage Interest Differential Payment – MIDP"
12-6.2.B.8	Added language – ADA requirements
12-6.3.1.1.A.1.b	Revised "Increased Interest Costs" to "Mortgage Interest Differential Payment - MIDP
12-6.3.1.1.B.2	Re-lettered & Added language – converting to tenant status & limits of required assistance
12-6.3.1.1.B.3.d	Revised language - multiple occupants
12-6.3.1.1.B.3	Added language (f) – computing RHP when Higher and Better Use is indicated
12-6.3.1.1.C.1.j	Added language – fee should be reflective/typical of industry
12-6.3.1.1.C.2	Revised "Increased Interest Costs" to "Mortgage Interest
12-6.3.1.1.D.1	Added language – setting level of reimbursement & requesting copies of loan documents
12-6.3.1.1.D.3	Added language – Good Faith Estimate suggestions
12-6.3.1.1.D.4	Added term "discount points"
12-6.3.1.1.D.4.d	Revised language & added most cost effective method
12-6.3.1.1.D	Added new section (#7) – Other loan programs
12-6.4.3	Revised "Plan" to "Narrative"
12-6.4.3.A	Revised "plan" to "narrative"
12-6.4.3.C	Revised language – include last resort narrative as part of Correlations & Conclusions (HCW)
12-6.5	Clarified move options
12-6.5	Added new section (D) – disposal of personal property & Hazardous Materials
12-6.5.2	Renumbered & Moved entire section below Self-Move, Actual Cost

12-6.5.3	Renumbered & Moved entire section above Commercial Move
12-6.6.1.E	Added language – affects of administrative settlements on RHP
12-6.6.2.1	Revised language & new procedure – abandonment of personal property
12-6.6.3	Revised title to "Residential Payment Claims"
12-6.6.3.1	Reformatted to appear under section 12-6.6.3
12-6.6.3.2	Reformatted – now section A & Reformatted A-F to 1-6
12-6.6.3.3	Reformatted – now section B
12-6.7	Reformatted to 12-6.6.3.1
12-6.7.E	Deleted – reference rent from relocation
12-7.1	Reformatted & renumbered & re-lettered & added language subsequent to initiation of negotiations but prior to its acquisition
12-7.2.1.A.4	Added language – request in writing
12-7.2.1.A.8	Added language – advisory services requirements for professional services
12-7.2.1.A.9	Added language – requirement of inventory & customer mail-outs
12-7.2.1.A.13	Added language (a) – requirement for documentation of site search expenses
12-7.2.1.A.15	Added language – example of reasonable and necessary; limits
12-7.2.1.A	Added new section (16) – procedures for disposal of personal property and hazardous materials
12-7.2.1.B	Reformatted entire section – three move categories
12-7.2.4.A	Added language – well and septic ineligible items
12-7.4.B	Added language – use of PPO schedule & clarified combo cannot Exceed $5,000 limit
12-7.5.2	Added new section (D) – requirement to obtain leases
12-7.5.2.1	Re-lettered section and added section (D) – requirement to obtain documentation
12-7.5.3.A	Revised language– obtaining multiple "Scopes of Work"
12-7.5.4.B	Added language – approved guidelines
12-7.5.4.	Added new sections (C) & (D) &(F) – approved guidelines
12-7.5.4 to 12-7.5.7	Added language & reformatted entire section – required Documentation & deleted option of obtaining a written request
12-7.5.4.1	Added new section – Processing & Payment of Claims
12-7.6	Revised language – new procedures for abandonment of personal property